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|---|---|
|  | <b>Policy and Procedure</b>                   |
|   | <b>OTMR &amp; Recruitment &amp; Selection</b> |
| <b>Owner:</b> Human Resources<br>Department<br><br>Policy Number                  | 022   |

**Revision History and Schedule**

| Version | Date       | Revision Author | Summary of Changes  |
|---------|------------|-----------------|---|
| 0       | 23/07/2020 | B. Keegan       | New OTMR procedures & Recruitment updates   |
| 1       | 17/6/2022  | E. O'Farrelly   | Included reference to recruitment partner Fastnet Total Talent, Updated Appendices. |

Approval

| Name | Position | Signature | Date |
|------|----------|-----------|------|
|      |          |           |      |

## Recruitment and Selection Policy

### Policy Statement

NIBRT is an equal opportunities employer, and we appoint individuals on the basis of their suitability and future potential for the job. We recognise that our Company performance and growth is dependent on appointing and retaining the most suitably qualified candidate for every position, taking account of education, experience and expertise.

The company is at all times committed to equality of opportunity and operate our recruitment and selection procedure in full compliance with all legal requirements. At all times, applicants will be treated in a fair and consistent manner, and discrimination will not be tolerated in respect of age, gender, race, disability, family status, marital status, religion, sexual orientation or membership of the Traveller community.

### Open, transparent and merit-based recruitment (OTMR)

This policy will guide Hiring Managers to ensure NIBRT are fully compliant with standards of an OTMR process as required for our HRS4R accreditation. **Appendix 1**

In order for NIBRT to be compliant with the requirements of OTMR and the HRS4R guidelines, we must:

- provide clear and transparent information to prospective candidates on the whole selection process,
- have clear and concise job advertisements with links to detailed information on required competencies and duties, working conditions, entitlements, training opportunities, career development, gender equality and salary
- ensure that the levels of qualifications and competencies required are in line with the needs of the position.

## 1 Recruitment Process

### 1.1 12 Key stages in the Recruitment Process – Overview

In the process set out below, the HR responsibilities may be fulfilled by our professional recruitment partner ***“Fastnet Total Talent”*** with whom HR work closely on all aspects of recruitment.

For many roles Fastnet Total Talent undertake the process completely, after the Approval to recruit stage of the process.

Where HR is quoted below, this is interchangeable with Fastnet Total Talent, depending on the role, this decision of who is responsible for the campaign is made at the time of Approval to Recruit but the steps are identical and followed exactly as set out below.

|  |   |
|--|---|
| <b>Approval to recruit:</b> <ol style="list-style-type: none"><li>1. Draft job specification</li><li>2. Gaining Approval from others (RTR)</li></ol> | <b>Responsibility of:</b> <ol style="list-style-type: none"><li>1. Hiring Manager, help from HR if required</li><li>2. Hiring Manager</li></ol> |
|--|---|

|  |   |
|--|---|
| <b>Attraction &amp; Shortlisting of candidates:</b> <ol style="list-style-type: none"> <li>1. Advertising the role</li> <li>2. Screening &amp; Shortlisting</li> </ol>                           | <b>Responsibility of:</b> <ol style="list-style-type: none"> <li>1. HR</li> <li>2. Hiring Manager help from HR if required</li> </ol> |
| <b>Selection:</b> <ol style="list-style-type: none"> <li>1. Interview Preparation</li> <li>2. Interview and any other selection methods</li> <li>3. Decision</li> </ol>                          | <b>Responsibility of:</b><br>Hiring Manager & if required help from HR  |
| <b>Offer:</b> <ol style="list-style-type: none"> <li>1. Offer &amp; pre-employment checks</li> <li>2. Confirmation of offer &amp; contract</li> <li>3. Set up appointee on HR Systems</li> </ol> | <b>Responsibility of:</b><br>HR   |
| <b>Close:</b> <ol style="list-style-type: none"> <li>1. HR compile complete recruitment file and close</li> <li>2. Induction Plan scheduled for employee</li> </ol>                              | <b>Responsibility of:</b> <ol style="list-style-type: none"> <li>1. HR</li> <li>2. Hiring Manager</li> </ol>                          |

## 2 Job Specification and Approval to Recruit

### 2.1 Job Specification

The Hiring Manager should collate the job description using the NIBRT template, outlining the responsibilities and key requirements, duties, required level of education, information on how to apply, closing date and likely interview dates **Appendix 2**

### 2.2 Approval to Recruit

The Request to Recruit (RTR) form, **Appendix 3**, is designed to ensure that all the necessary and relevant information required to recruit an employee to a new position within the company is mapped out clearly at the start of the process and has budget approval.

Throughout the process, the Hiring Manager & HR will work together to ensure that the process is followed resulting in the successful appointment of the candidate.

- This form must be completed and signed by the Hiring Manager before recruitment commences.
- The Hiring Manager must attach the Job Description to the RTR
- The Hiring Manager must also acquire authorisation from the Finance Director before any offer is made to any candidate.
- HR will provide the Hiring Manager with a menu of advertising options to choose which methods they would prefer to use for their recruitment. The menu can be found on the RTR form

The process for screening and reviewing applications as well as scheduling interviews will be agreed with the Hiring Manager at the start of the process, detailed in the RTR and this information will be made available to all prospective candidates.

HR, in conjunction with the Hiring Manager, are responsible for the negotiation and agreement of all terms and conditions and issuing of all contracts of employment based on the particulars as set out on this RTR form.

### **3 Advertising and Screening**

#### **3.1 Advertising**

Having completed a thorough job description and detailed the attraction channels to be used in this recruitment campaign, HR will advertise the vacancy in line with the details as specified in the RTR. For OTMR compliance, we must include the following information in adverts:

- NIBRT website [www.nibrt.ie](http://www.nibrt.ie) or details on how to have direct contact with the Hiring Manager offering the position.
- Have 'desirable' competencies for the role available
- Selection criteria including knowledge and professional experience (distinguishing the 'required' and 'desirable')
- Number of available positions

#### **3.2 Screening/Shortlisting**

All applications will be initially screened by HR and shortlisted **Appendix 4**, on the high-level criteria provided to them by the Hiring Manager. The applications will be sent to the Hiring Manager for shortlisting for next steps in line with the requested intervals as specified in the RTR. Depending largely on the number of applicants, the process may involve one or more of the following steps, e.g.

- pre-screening to check eligibility,
- shortlisting of candidates for interviews,
- remote interviews
- Face-to-face interviews.

While remote interviews may often be appropriate for external applicants, in particular at the first interview stage, they may not altogether replace face-to-face interviews. All candidates should be treated equally.

The selection committee is involved in all steps, although it is recognised that this may not always be feasible and that, for example, one panel may do the initial screening, and another may conduct the interviews.

#### **3.3 Internal Recruitment**

In order to provide opportunities for career development, we encourage existing employees to view and consider internal vacancies and promotional opportunities where possible. We believe that all employees and students in NIBRT should have the chance to increase their knowledge and skills.

#### **3.4 Promotion**

NIBRT views career development and advancement very positively and would encourage all staff members to consider advertised internal positions offering development and/or advancement opportunities for them. The staff member has a shared responsibility to drive their development and is encouraged to discuss any advertised roles of interest to them with their Line Manager.

### **4 Interview Preparation**

#### **4.1 Selection Committee**

The selection committees (i.e. the interview panel and hiring decision makers) for the recruitment of candidates must be agreed at the beginning of the process and detailed on the RTR.

- The Hiring Manager can nominate and appoint the person to join the interviewing panel
- The selection committees should be independent, members should not have any conflict of interest and the decisions they take must be objective and evidence-based rather than based

on personal preference. In some cases, the committee should make best use of the expertise of external experts available to them.

The composition of the committee should be appropriately diverse and at a minimum must have:

- a minimum of 2 members one to be HR
- gender balance
- where deemed necessary inclusion of external experts

#### **4.2 Scheduling**

For invite to the next interview stage and in line with the Hiring Managers direction, HR will communicate with successful (and unsuccessful) applicants to inform them of the outcome of the shortlisting process i.e. if they are invited to participate in the next stage or their application has not been shortlisted.

Interview dates should be agreed at the earliest opportunity and ideally published in the job advertisement to ensure candidates will be available for the selection process.

In campaigns where a candidate is based internationally, enough notice of the interview date should be provided.

Where a candidate is unable to attend for face-to-face interview on the stipulated date, they may at the discretion of the Selection Committee, be offered a remote interview for the same date and time.

Members of the Selection Panel and the Hiring Manager are bound by the confidentiality requirements of the recruitment process until all candidates are notified of the outcome of the recruitment campaign.

#### **4.3 Pre-Interview**

- HR to book meeting rooms for interviews
- Hiring Manger to invite and communicate to panel member's times and dates of interview
- Using the template provided, the Hiring Manager and other selection panel members must detail a set of standard interview questions, **Appendix 5**, which should be based on selection criteria from the Job Advertisement

### **5 The Interview**

Interviews are typically broken down into these 5 stages:

1. Introductions
2. Interview layout
3. Information Gathering
4. Question/Answer
5. Wrapping up interview – explain next steps in the recruitment process

The interview template will guide the interviewers through these stages. It is the interviewer's responsibility to ensure that all candidates are given the same opportunities to provide information relevant to making the selection decision and therefore all candidates must be asked the same questions. Interviewers will be required to independently score candidate's answers to each question against the pre-determined criteria and therefore they should make sufficient notes to justify their scores. This information will also be used by HR to provide feedback to candidates post interview.

#### **5.1 Decision**

HR will meet with Hiring Manager and other panel members to discuss their view on selection of candidates. Selection decisions must be made against the criteria required and the information provided

by candidates as captured in the interview notes. It is the Hiring Managers' final decision as to who an offer should be made.

## **6 Pre-employment checks & Offer stage**

### **6.1 Reference Checking**

Prior to making an offer, the company wants to confirm that selected candidates have the employment history and qualifications they have stated on their CV and also wants to know if they have the right skills for the job and if they will fit in well with the company.

NIBRT will need the permission of the candidate to conduct a reference check. It is NIBRT's standard policy to request two referees, preferably one being the candidate's current/ last employer. NIBRT will also seek permission to contact any 3<sup>rd</sup> level education Institutes.

Upon receipt of all satisfactory references, HR confirms a formal offer to the chosen candidate via phone and letter of offer, **Appendix 6.** Upon acceptance of offer, HR will then provide the new employee with contract of employment.

## **7 Confirmation of Contract**

### **7.1 Contract**

Upon receipt of the signed letter of Offer from new employee, HR will issue a contract of employment. The contract will state if it is for a Specified purpose, Fixed Period or a Contract of Indefinite Duration.

HR will send the following to the new employee

- The contract which has been signed by the CEO of NIBRT
- The General Data Protection Regulation (GDPR) – Privacy Notice for Employees for their signature
- Cover letter (where appropriate this may be replaced by email)

The new employee is required to sign the documents and retain a copy if they wish for their records, return the original signed documents to NIBRT as soon as possible marked for the attention of HR.

On their first day of employment, the new employee should bring with them to NIBRT;

- passport
- work permit if applicable
- IRP card if applicable

## **8 Set up New Employee on HR Systems**

HR maintains a Time Management System (TMS) where we collate employee information. The new employee will be set up on TMS therefore Facilities, IT, Finance and Reception are informed of the new employee's start date at the earliest possible opportunity.

## **9 Induction Plan scheduled for employee**

The Induction Policy states that the Hiring Managers will need to arrange a full Induction schedule for new employees and to collate information pre and post the starting of the New Employee. Please refer to the Induction Policy and template Induction Plan for full details. **Appendix 7**

## **10 Record Keeping**

A written record of the decision-making process is maintained by HR throughout the relevant stages of recruitment and selection process. These records are essential to support HR to provide candidate(s) with feedback at either the post Shortlisting or Interview stages of recruitment. Formal feedback must be provided in either instance when requested, and in the majority of cases, the specifics of the feedback will be provided to HR by the Hiring Manager.

Records of all applications, screening criteria and interview notes will be kept for a minimum period of 6 months on file before being discarded.

## 11 Employee Introduction Scheme - Refer a Friend

As part of our ongoing strategy to attract high calibre employees, the company actively seeks the participation of existing employees in the Employee Introduction Scheme. This scheme has been designed to encourage current employees to nominate candidates for NIBRT vacancies.

Referred candidates will be subject to the same standards of selection as are all other potential candidates for employment.

An Employee Introduction Award of **€500 (this figure can be increased temporarily during periods of particular talent sourcing to encourage additional referrals)** is awarded to an employee who nominates and introduces a candidate who progresses through the selection process to become a confirmed member of staff of the company, subject to the following conditions:

1. The fee applies to referral and placement of employees only, not student placements, consultants etc. and it will not apply to rehires or internal transfers.
2. The introduction must be made via Human Resources and eligibility for the Award confirmed only by Human Resources. Employees involved in the selection process will not be eligible to receive a referral award e.g. on the interview panel, direct line manager of referred candidate etc.
3. Human Resources will liaise directly with all referred candidates during the selection process as normal, there will be no involvement in the selection process by the nominating employee.
4. The referred candidate and the nominating employee must be in the employment of the company 6 months after the start date of the referred candidate to receive the Award.
5. The Award is paid by a method selected at the discretion of NIBRT in compliance with all Revenue rules.

## 12 Appendices

12.1 Appendix 1 - OMRT Principles

12.2 Appendix 2 - Job Specification/Advert

12.3 Appendix 3 – RTR

12.4 Appendix 4 - Shorting Listing

12.5 Appendix 5 - Question and Scoring Document

12.6 Appendix 6 - Letter of Offer

12.7 Appendix 7 – Induction Document

Appendix. 1 - OTMR

**OTM-R Checklist**

A specific self-assessment checklist is provided for Open, Transparent and Merit-Based Recruitment (OTM-R). Please report on the status of achievement, also detail on the indicators and the form of measurement used.

| <b>OTM-R checklist for organisations</b>   |             |                          |                         |   |   |
|--|-------------|--------------------------|-------------------------|---|---|
|  | <b>Open</b> | <b>Trans-<br/>parent</b> | <b>Merit-<br/>based</b> | <b>Answer:<br/>++ Yes,<br/>completely<br/>+/- Yes,<br/>substantially<br/>-/+ Yes, partially<br/>-- No</b> | <b>*Suggested indicators (or form of<br/>measurement)</b>                                   |
| <b>OTM-R system</b>  |             |                          |                         |   |   |
| 1. Have we published a version of our OTM-R policy online (in the national language and in English)?         | x           | x                        | x                       |   | [web link]  |
| 2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions? | x           | x                        | x                       |   | [Date of latest update; ensure that it is sent to all staff]                                |
| 3. Is everyone involved in the process sufficiently trained in the area of OTM-R?                            | x           | x                        | x                       |   | - Existence of training programs for OTM-R<br>- Number of staff following training in OTM-R |
| 4. Do we make (sufficient) use of e-recruitment tools?   | x           | x                        |                         |   | Web-based tool for (all) the stages in the recruitment process                              |
| 5. Do we have a quality control system for OTM-R in place?   | x           | x                        | x                       |   |   |
| 6. Does our current OTM-R policy encourage external candidates to apply?                                     | x           | x                        | x                       |   | Trend in the share of applicants from outside the organisation                              |
| 7. Is our current OTM-R policy in line with policies to attract researchers from abroad?                     | x           | x                        | x                       |   | Trend in the share of applicants from abroad  |
| 8. Is our current OTM-R policy in line with policies to attract underrepresented groups?                     | x           | x                        | x                       |   | Trend in the share of applicants among underrepresented groups (frequently women)           |

|  |   |   |   |  |   |
|--|---|---|---|--|---|
| 9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?                                 | x | x | x |  | Trend in the share of applicants from outside the organisation  |
| 10. Do we have means to monitor whether the most suitable researchers apply?   |   |   |   |  |   |
| <b>Advertising and application phase</b>   |   |   |   |  |   |
| 11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?   | x | x |   |  |   |
| 12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?               | x | x |   |  |   |
| 13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?   | x | x |   |  | - The share of job adverts posted on EURAXESS;<br>- Trend in the share of applicants recruited from outside the organisation/abroad |
| 14. Do we make use of other job advertising tools?   | x | x |   |  |   |
| 15. Do we keep the administrative burden to a minimum for the candidate?   | x |   |   |  |   |
| <b>Selection and evaluation phase</b>  |   |   |   |  |   |
| 16. Do we have clear rules governing the appointment of selection committees?  |   | x | x |  | Statistics on the composition of panels   |
| 17. Do we have clear rules concerning the composition of selection committees?   |   | x | x |  | Written guidelines  |
| 18. Are the committees sufficiently gender-balanced?   |   | x | x |  |   |
| 19. Do we have clear guidelines for selection committees which help to judge 'merit' in a way that leads to the best candidate being selected? |   |   | x |  | Written guidelines  |
| <b>Appointment phase</b>   |   |   |   |  |   |
| 20. Do we inform all applicants at the end of the selection process?   |   | x |   |  |   |
| 21. Do we provide adequate feedback to interviewees?   |   | x |   |  |   |

|  |  |   |  |  |                          |
|--|--|---|--|--|--------------------------|
| 22. Do we have an appropriate complaints mechanism in place?                         |  | x |  |  | Statistics on complaints |
| <b>Overall assessment</b>  |  |   |  |  |                          |
| 23. Do we have a system in place to assess whether OTM-R delivers on its objectives? |  |   |  |  |                          |

### OTMR Checklist updated for 26 May 2022 Implementation Review Phase

|  |
|--|
| Case number: 2018IE319766                                      |
| Name Organisation under review: NIBRT                          |
| Organisation's contact details: Foster Avenue, Dublin, Ireland |

SUBMISSION DATE: 26.5.2022

#### OTM-R Checklist

A specific self-assessment checklist is provided for Open, Transparent and Merit-Based Recruitment (OTM-R). Please report on the status of achievement, also detail on the indicators and the form of measurement used.

| <i>OTM-R checklist for organisations</i> |      |                  |                 |  |  |
|--|------|------------------|-----------------|--|--|
|  | Open | Trans-<br>parent | Merit-<br>based | Answer:<br>++ Yes, <i>completely</i><br>+/- Yes,<br><i>substantially</i><br>-/+ Yes, <i>partially</i><br>-- No | *Suggested indicators (or form of measurement) |
|  |      |                  |                 |  |  |

| OTM-R system   |   |   |   |     |  |
|--|---|---|---|-----|--|
| 1. Have we published a version of our OTM-R policy online (in the national language and in English)?           | x | x | x | ++  | Yes  |
| 2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?   | x | x | x | --  | We rely on the published OTMR Policy – our own Policy and haven't created a separate internal guide.   |
| 3. Is everyone involved in the process sufficiently trained in the area of OTM-R?                              | x | x | x | -/+ | Training has been purely confined to the HR NIBRT Team. We have recently Q2 2022 appointed a Recruitment Partner externally and we will now train that partner company on our OTMR procedures and practices, having shared our Policy with them also. This is an action to be undertaken.                      |
| 4. Do we make (sufficient) use of e-recruitment tools?   | x | x |   | +/- | Our newly appointed Recruitment Partner FASTNET makes full use of e-recruitment tools so this is an area that will change almost immediately to yes – completely.  |
| 5. Do we have a quality control system for OTM-R in place?   | x | x | x | --  |  |
| 6. Does our current OTM-R policy encourage external candidates to apply?                                       | x | x | x | ++  | We advertise on Euraxess and have a good reach internationally using Nature and other for a for advertising our vacancies. Almost without exception our applications are from external candidates.   |
| 7. Is our current OTM-R policy in line with policies to attract researchers from abroad?                       | x | x | x | ++  | See 6. above   |
| 8. Is our current OTM-R policy in line with policies to attract underrepresented groups?                       | x | x | x | +/- | We don't have specific measures and will benefit from the professional new Recruitment partner appointed to support our recruitment – our policy is indeed in line and supported by best in class flexible and family family policies (which support for example women/other underrepresented groups to apply) |
| 9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers? | x | x | x | ++  | Yes we would welcome any benchmark to test our policies – we are very satisfied in this regard and in  |

|  |   |   |   |     |  |
|--|---|---|---|-----|--|
|  |   |   |   |     | fact likely go beyond many other research organisations in what we offer.                      |
| 10. Do we have means to monitor whether the most suitable researchers apply?   |   |   |   | --  |  |
| <b>Advertising and application phase</b>   |   |   |   |     |  |
| 11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?   | x | x |   | ++  |  |
| 12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?               | x | x |   | --  |  |
| 13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?   | x | x |   | ++  | We advertise almost without exception all of our vacancies on Euraxess.                        |
| 14. Do we make use of other job advertising tools?   | x | x |   | ++  |  |
| 15. Do we keep the administrative burden to a minimum for the candidate?   | x |   |   | ++  |  |
| <b>Selection and evaluation phase</b>  |   |   |   |     |  |
| 16. Do we have clear rules governing the appointment of selection committees?  |   | x | x | -/+ | We could document this – it is currently informally done                                       |
| 17. Do we have clear rules concerning the composition of selection committees?   |   | x | x | -/+ | We could document this – it is currently informally done                                       |
| 18. Are the committees sufficiently gender-balanced?   |   | x | x | -/+ | Where at all possible this is done – our population is small from which to draw the committee. |
| 19. Do we have clear guidelines for selection committees which help to judge 'merit' in a way that leads to the best candidate being selected? |   |   | x | ++  | Yes our template has a scoring mechanism which is utilized.                                    |
| <b>Appointment phase</b>   |   |   |   |     |  |
| 20. Do we inform all applicants at the end of the selection process?   |   | x |   | ++  |  |
| 21. Do we provide adequate feedback to interviewees?   |   | x |   | +/- | Yes – but only where requested by the candidate  |
| 22. Do we have an appropriate complaints mechanism in place?   |   | x |   | +/- | Would follow our Grievance process steps in the handling of a complaint                        |

| Overall assessment   |  |  |  |    |  |
|--|--|--|--|----|--|
| 23. Do we have a system in place to assess whether OTM-R delivers on its objectives? |  |  |  | -- |  |

**Grow your career with us**

|  |                                   |
|--|-----------------------------------|
| <b>ORGANISATION/COMPANY - NIBRT</b>  | <b>LOCATION - Dublin, Ireland</b> |
| <b>DEPARTMENT –</b>  | <b>POSITION AVAILABLE –</b>       |
| <b>HIRING MANAGERS PROFILE - information</b><br><a href="http://www.nibrt.ie">www@nibrt.ie</a> | <b>TYPE OF CONTRACT –</b>         |
| <b>APPLICATION DEADLINE -</b>  | <b>INTERVIEW DATES -</b>          |

- **Purpose of Role**
- **Role summary**
  - Duties.
- **Key Duties and Responsibilities:**
- **Essential Criteria:**
- **Desirable Criteria:**

**Application Instructions:**

To apply for this position please forward your CV, cover letter and the names and contact details of two referees in a combined PDF document to the NIBRT HR team at [careers@nibrt.ie](mailto:careers@nibrt.ie) on or before XXXXX at the close of business. Please include your name and the position for which you are applying for in the subject line. Please note that the successful candidate may be required to supply parchments of degrees/qualifications/work permits.

**Applicants must hold a valid working permit for Ireland, handwritten forms will not be accepted.**

NIBRT, at its discretion, may undertake to make an additional appointment(s) from this competition following the conclusion of the process. At this time, NIBRT do not require the assistance of recruitment agencies.

NIBRT is an Equal Opportunities Employer. Originations Profile: [www.nibrt.ie](http://www.nibrt.ie)

|                        |   |
|------------------------|---|
|                        | <b>Form</b>   |
|                        | <b>Request to Recruit and/or Change T&amp;Cs<br/>Ref: OTMR Recruitment Policy</b> |
| Owner: Human Resources |   |
| Number of Form         | 001   |

### Revision History and Schedule

| Version | Date       | Revision Author | Summary of Changes   |
|---------|------------|-----------------|--|
| 1       | 01/05/2022 | G. Grimes       | New Format to incorporate Headcount Process and partnership with Fastnet |
|         |            |                 |  |
|         |            |                 |  |

### Approval

| Name | Position | Signature | Date |
|------|----------|-----------|------|
|      |          |           |      |

## 1. Request to Recruit OR to Change to current T&Cs form

### Section 1: Hiring/Line Manager complete this form for:-

| Process  | Approvers               |
|--|-------------------------|
| • Request a change in terms and conditions of employment for existing employees other than Level, Band and/or Salary changes as specified in a grant | Finance & HR            |
| • Request a change Level, Band and/or Salary for existing employees  | RCD (in May or October) |
| • Request approval to hire a replacement for a leaving staff member  | Finance & HR            |
| • Request approval to hire a headcount included in the annual budget   | Finance & HR            |
| • Request approval to hire new headcount in excess of the numbers included in the annual budget that <b>does not</b> impact overall budget           | SLT                     |
| • Request approval to hire new headcount in excess of the numbers included in the annual budget that <b>does</b> impact overall budget               | ROC (via SLT)           |

In completing this form, the manager should refer to:-

- NIBRT Job Band Framework (Job bands and salary band)
- NIBRT Hybrid Working Model and Personas

### Section 2: Terms and Conditions

|  | Want to Recruit OR Current  | Proposed Change   |
|--|---|---|
| Job Title  |   |   |
| Job Band (B1 – B8)   |   |   |
| Department   |   |   |
| Confirm Persona <sup>1</sup> role is aligned to  |   |   |
| Reporting to (confirm line manager/team lead)  |   |   |
| NIBRT or NSL Contract? <sup>2</sup>  |   |   |
| Attach Job Description<br>(Fastnet need it to develop a vacancy notice, not attaching it may delay advertising your vacancy)   |   |   |
| Vaccine(s) required to work in this role safely? <sup>3</sup>  |   |   |
| Type of Contract FTC/SPC/CID <sup>4</sup>  |   |   |
| Proposed Start Date  |   |   |
| Indicative Finish Date   |   |   |
| Full time or part time role?   |   |   |
| <b>Remuneration</b>  |   |   |
| <b>Pension – confirm DC or PRSA</b><br>Insert supporting detail for Pension selection under the appropriate box here   | <b>Defined Contribution Pension</b> (i.e., employer contributes 5% & employee contributes 5%) | <b>PRSA Pension</b><br>Confirm the % Contribution (refer to the grant/project provider) |
| <b>Salary</b>  | <b>Minimum OR Current</b>   | <b>Maximum OR Proposed new salary</b>   |
| Per Annum or Per Hour  | €   | €   |
| Per Annum less Pension and Taxes (PRSI)  | €   | €   |
| Is salary linked to a Proposal /Grant?<br><br><i>(You must confirm exactly the salary granted including mobility allowances, family allowances etc. Figures quoted here should be exactly as confirmed in the Grant document. Attach a copy of the grant document in support if possible).</i> | €   |   |
| Is Salary linked to a recognised SFI or Academic scale?<br><i>If linked to a scale - confirm scale e.g. SFI scale or academic scales. (State scale name and Point on scale).</i>   |   |   |
| Salary to be specified in Job Advert by Fastnet?   | Yes / No  |   |

### Section 3: Justification for Recruitment

|                                |   |
|--------------------------------|---|
| Is this a budgeted headcount?  | Yes – move to Section 4<br>No – complete the remainder of Section 3 |
| Why is the headcount required? |   |

|   |  |
|---|--|
| What is the aim of the role and benefit to NIBRT/NSL? |  |
|---|--|

**Section 4: Recruitment Instructions for Fastnet**

**Advertising Channels**

| Channel   | Responsible      | Tick as appropriate |
|---|------------------|---------------------|
| NIBRT Website                                   | Fastnet TTP Team |                     |
| NIBRT Company LinkedIn Page                     | NIBRT Marketing  |                     |
| NIBRT Hiring Manager LinkedIn Page Posts        | NIBRTHM          |                     |
| Internal Advertisement Channel(s)               | NIBRTHR          |                     |
| Employee Referrals                              | Fastnet TTP Team |                     |
| Job Boards                                      | Fastnet TTP Team |                     |
| College Career Sites (UCD, Trinity, DCU)        | Fastnet TTP Team |                     |
| Euraxess Website                                | Fastnet TTP Team |                     |
| Fastnet Company LinkedIn Page                   | Fastnet TTP Team |                     |
| Fastnet Website                                 | Fastnet TTP Team |                     |
| Fastnet Consultant LinkedIn Posts               | Fastnet TTP Team |                     |
| Other (please specify) e.g. Nature journal etc. |                  |                     |

**Interview Panel members proposed**

| Name | Job Title | Email address |
|------|-----------|---------------|
|      |           |               |
|      |           |               |
|      |           |               |

**Interview schedule proposed**

| Item                                      | Detail |
|---|--------|
| Proposed dates                            |        |
| Number of interview rounds                |        |
| Format of interview(s) virtual/in person? |        |

**Section 5: Authorisation to proceed**

- HR will obtain the signatures on this form for the Hiring Manager.

Hiring/Line Manager should therefore sign this form themselves; then send to [hr@nibr.ie](mailto:hr@nibr.ie) – HR will have it Docusigned by the remaining signatories and forward to Fastnet (copying hiring manager) to start the hiring process for you.

|   |        |       |
|---|--------|-------|
| <b>Hiring/Line Manager:</b><br>I confirm that the above information provided is correct for this position | Signed | Dated |
| <b>Department Director (if different from above):</b>   | Signed | Dated |

|  |        |       |
|--|--------|-------|
| I confirm my support of this proposed hiring/change in T&Cs  |        |       |
| <b>Chief Financial Officer:</b><br>I confirm that there is funding available for this position or change in terms and conditions | Signed | Dated |
| <b>HR Director:</b><br>I confirm that the Terms and Conditions for this position are correct and consistent                      | Signed | Dated |
| <b>IF REQUIRED</b>   |        |       |
| <b>SLT &amp; ROC</b><br>I confirm approval from the ROC to proceed with this additional hire as outlined above                   | Signed | Dated |
| <b>RCD</b><br>We confirm the proposed Level, Band and/or Salary increase as proposed above                                       | Signed | Dated |

## INTERNAL & EXTERNAL RECRUITMENT WEB SITES

### Recruitment Campaign Websites Menu - June 2020

| Column1 | Websites:<br>Universities /Recruitment<br>Companies/Social Media | Cost to NIBRT | Costings |
|---------|--|---------------|----------|
| 1       | NIBRT  | No Cost       | N/A      |
| 2       | UCD/DCU/TRINITY/NUI  |               |          |
| 3       | Grad Ireland   | No Cost       | N/A      |
| 4       | Euraxess Ireland (Research Only)                                 | No Cost       | N/A      |
| 5       | Twitter  | Cost to NIBRT | N/A      |
| 6       | Irish Jobs   | Cost to HR    | N/A      |
| 7       | LinkedIn   | Cost to NIBRT | N/A      |

|           |                             |                        |  |
|-----------|-----------------------------|------------------------|--|
| <b>8</b>  | Fastnet/Recruitment Company | Cost to                | See attached <a href="#"><u>here</u></a> |
| <b>9</b>  | Nature                      | Cost to Research Group | \$1,100 approx.                          |
| <b>10</b> | Academic jobs               | Cost to Research Group | £490 -£2490                              |



Appendix .5 – Questions and Scoring Document

| Interview Scoring Sheet  |   |                                 |                                  |                           |              |
|--|---|---------------------------------|----------------------------------|---------------------------|--------------|
| Position Details   |   |                                 |                                  |                           |              |
| <b>Job Title:</b>  |   | <b>Department:</b>              |                                  | <b>Job Reference:</b>     |              |
| <b>Date:</b>   |   | <b>Interview Time:</b>          |                                  | <b>Name of Candidate:</b> |              |
| <b>Number on Interview Panel:</b>  |   | <b>Names of Interview Panel</b> |                                  | <b>Scoring Total:</b>     |              |
| Interview Assessment - Requirements for Interview  |   |                                 |                                  |                           |              |
| <b>Requirements for the role:</b>  | It is essential that all candidates are assessed on how well they meet the essential and desirable criteria stated in the job and personal specification for the role. The criteria must be used by each member of the interview panel. |                                 |                                  |                           |              |
| <b>Scoring System</b>  | 0 = Fails to meet/ Unable to give evidence  |                                 | 1 = Partially meets requirements |                           |              |
|  | 2 = Meets requirements  |                                 | 3 = Fully meets requirements     |                           |              |
|  | 4 = Exceeds requirements  |                                 |                                  |                           |              |
| Interview Assessment   |   |                                 |                                  |                           |              |
| Based on the criteria provided above, please score each candidate on how well they can provide evidence that they meet the stated requirements on each of the following questions. |   |                                 |                                  |                           |              |
| Section 1:   |   |                                 |                                  |                           |              |
| <b>Q. No:</b>  | <b>Question Asked:</b>  |                                 | <b>Response:</b>                 |                           | <b>Score</b> |
|  |   |                                 |                                  |                           |              |
| Section 2:   |   |                                 |                                  |                           |              |
| <b>Q. No:</b>  | <b>Question Asked:</b>  |                                 | <b>Response:</b>                 |                           | <b>Score</b> |
|  |   |                                 |                                  |                           |              |
| Section 3:   |   |                                 |                                  |                           |              |
| <b>Q. No:</b>  | <b>Question Asked:</b>  |                                 | <b>Response:</b>                 |                           | <b>Score</b> |
|  |   |                                 |                                  |                           |              |

Appendix .6 – Letter of Offer

Date: **DATE**

Dear **NAME**

Thank you for the opportunity to meet with you and discuss your suitability for our vacant position. NIBRT is pleased to offer you the position of **INSERT**. The proposed start date shall be **XXXX** and should you accept this job offer, you will be eligible for the following:

**Salary:** Annual gross starting salary of €**XXXX** per annum which is paid monthly on the 25<sup>th</sup>, or nearest working day, by electronic transfer.

**Benefits:**

**Hours** 35 hours per week

**Holidays:** 25 days per year

**Pension:** **5%** matched contribution following successful completion of probation period (6 months)

**Private Health** NIBRT will fund your membership of private health insurance scheme, fully

**Life Assurance** Death in Service Life Assurance cover from day one of employment

**Education:** Access to training and education assistance (following one complete year of service)

**Flexitime:** Hybrid working regime available, flexibility depends on role, home office set up provided including office equipment, laptop etc.

**Parking:** Free on-site parking (bookable)

**Tax Savers:** Travel Saver Tickets / Bike to work scheme

**EAP:** Access for you and family members to extensive Employee Assistance Scheme

We at NIBRT hope that you will accept this job offer and we look forward to welcoming you to our Company. Please confirm your acceptance by email to [careers@nibrt.ie](mailto:careers@nibrt.ie) and if you have any questions or queries please feel to contact us.

**HR 01/2158100**

**[careers@nibrt.ie](mailto:careers@nibrt.ie)**

**Appendix 7 – Induction Plan**

**Induction Plan**

**The Manager should maintain this form throughout the probation period**

| <b>Induction Plan for New Employees</b>                               |                           |                              |
|---|---------------------------|------------------------------|
| Employee's Name   |                           |                              |
| Start Date  |                           |                              |
| Manager   |                           |                              |
| Department  |                           |                              |
| <b>Prior to Start Date</b>  |                           |                              |
| <b>Action</b>   | <b>Responsible</b>        | <b>Signed by Responsible</b> |
| All documents received from Employee                                  | HR                        |                              |
| General email to Facilities/IT/Reception to alert them of new starter | HR (via TMS)              |                              |
| TMS Log in set up   | HR                        |                              |
| Start date and time organised with employee                           | Manager                   |                              |
| Desk allocated and phone set up                                       | Manager (with Facilities) |                              |
| Computer needs requested and in place                                 | Manager (with IT)         |                              |
| IT details requested and in place                                     | Manager (with IT)         |                              |
| Identify Buddy for Start Day  | Manager                   |                              |
| Welcome email circulated to all staff                                 | Manager                   |                              |
| <b>Week 1</b>   |                           |                              |
| Meeting new employee at Reception                                     | Manager/Buddy             |                              |
| Advise new employee immediately of Fire Register sign in at Reception | Manager/Buddy             |                              |
| Meeting with Manager (confirm role, objectives and probation)         | Manager                   |                              |
| Shown to Desk   | Manager/Buddy             |                              |
| Shown amenities in NIBRT  | Manager/Buddy             |                              |
| Introduction to all of NIBRT Staff                                    | Manager/Buddy             |                              |
| Printers – where they are   | Manager/Buddy             |                              |
| Telephone – extension number  | Manager/Buddy             |                              |
| ID Badge Received   | Reception                 |                              |
| Car Parking Permit Received   | Reception                 |                              |
| Signing in and out of Building  | Reception                 |                              |
| System Access demo  | IT                        |                              |
| Show Emergency Exits  | H&S                       |                              |
| Induction Pack provided   | HR                        |                              |
| TMS demo  | HR                        |                              |
|   |                           |                              |

| <b>By End of First Month</b>   |               |  |
|--|---------------|--|
| Requirements for Plant i.e. lab coats etc. arranged for new starter                    | Manager       |  |
| Know how to access all equipment needed to do their job                                | Manager       |  |
| Probation objectives set   | Manager       |  |
| ERT Listing & Information Provided   | H&S           |  |
| Fire Warden & Information Provided   | H&S           |  |
| Safety Statement Provided  | H&S           |  |
| <b>By End of Three Months</b>  |               |  |
| Desk Risk Assessment completed   | H&S           |  |
| Health and Safety Training completed   | H&S           |  |
| Manual Handling Training completed   | H&S           |  |
| Vaccines arranged (if required)  | Manager & H&S |  |
| Full Induction received  | HR            |  |
| Eye Test Details by request from HR  | HR            |  |
| Plant Tour provided  | Manager       |  |
| Mid-probation meeting taken place and notes sent to employee and HR for file           | Manager       |  |
| <b>By End of Probation</b>   |               |  |
| Probation meeting taken place, forms completed and forwarded to HR for file and action | Manager       |  |
| Details of Pension provided  | HR            |  |
| Passing Probation letter issued and on file  | HR            |  |

**Confirmation of actions completed**

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager signature: \_\_\_\_\_ Date: \_\_\_\_\_